Careertech
Information Management System (CTIMS)

Comprehensive Schools
Follow-Up
&
Certification Update
Guidebook

Information Management Division

OKLAHOMA CareerTech

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Table of Contents

CTIMS Support

If you have questions about submitting information in CTIMS, please contact CTIMS Support at CTIMSSupport@careertech.ok.gov , or contact:

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**Email:** Kerri.Watkins@careertech.ok.gov

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Help and Troubleshooting

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem. Include your school name and your telephone number and we will contact you.

If you have forgotten your password, click the Forgot your password? link to reset.
For helpful tips, see the CTIMS Helpful Hints section of this document.

- **IMPORTANT:** Please log into CTIMS using Mozilla Firefox, Google Chrome, or Microsoft Edge .
- Internet Explorer is currently not compatible with CTIMS.
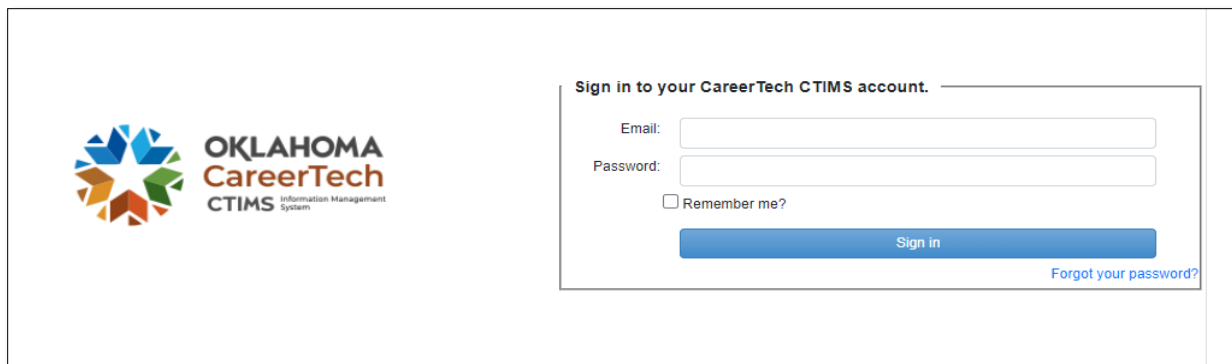
CTIMS Customer Support Contact
Rebecca Thacker
Phone: 405-743-5134
CTIMSSupport@careertech.ok.gov

Logging into CTIMS

Sign in using your school email and CTIMS password at
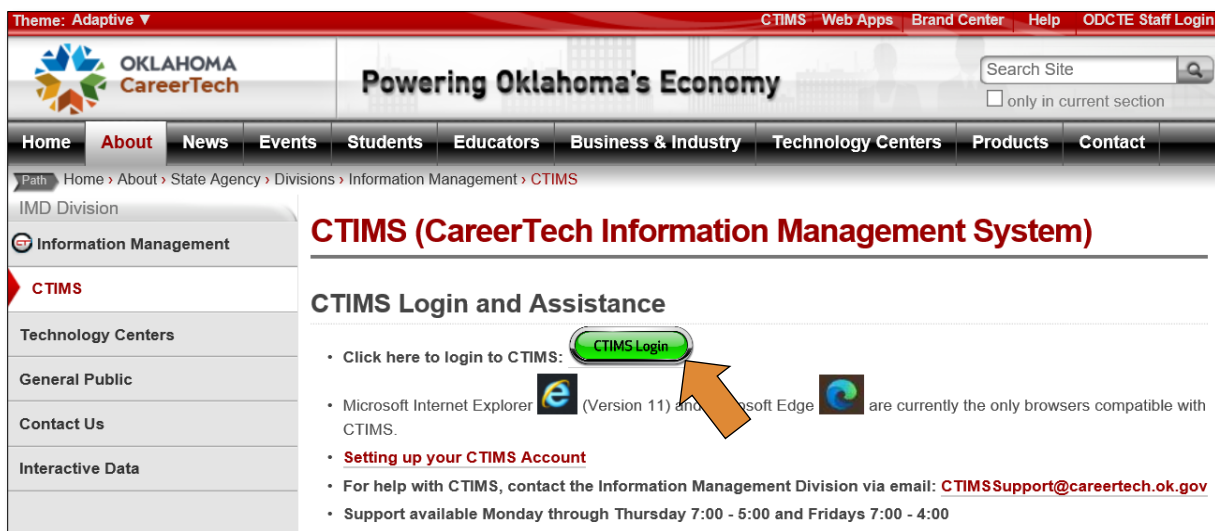https://ctims.okcareertech.org/CTBDSWeb

Or,

Go to http://www.okcareertech.org/ and select CTIMS in the red bar at the top of the page. Do not select the ODCTE Staff Login selection in the red bar. This is not the CTIMS login.

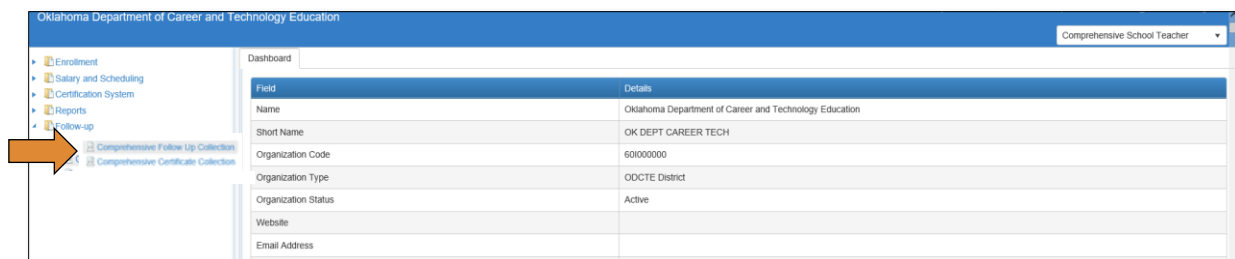On the CTIMS website, select the green CTIMS Login button.

Accessing Student Information

- Verify that you are using the role of Comprehensive School Teacher. If not, use the drop-down arrow to select the appropriate role.
- Click the arrow ▶ next to Follow-Up on left navigation.

- Select Comprehensive Follow-Up Collection.

- On the Comprehensive School Follow-Up Collection screen, confirm the Enrollment Calendar Year (this should be last year, as you will be entering data for the students you had last year) and the Current Calendar Year.
- Select the Organization by typing in the first three letters of your school name and selecting your school from the drop-down menu.
- The Submitter Name and PID should automatically populate. Click Load Data to load your student list.
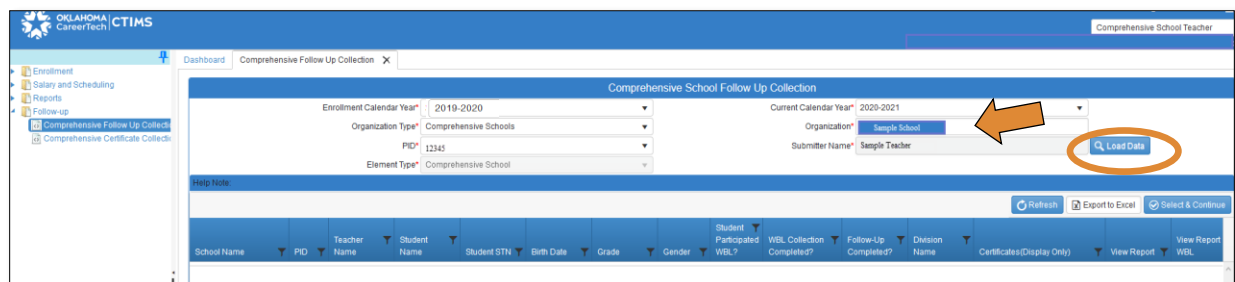
- A list of your 12th grade students from last year will populate in the space below. To choose a student, click on the row with the student's information to highlight.
- Click Select & Continue. This screen displays the student's details. Under the Comprehensive School Student Follow-Up Report heading, you will not need to update or change any information.

Under the Student Information section:
- Most of the student's information will populate. Add the student's Email Address, if it is not populated.

  IMPORTANT: Collecting the student's email is important. It will be used for verification for a new system where students can access their certifications after completion for employers and potential employers.

If a Student is Deceased

Under the Follow-Up Information Section:
- The **"Is Student Deceased?"** question is mandatory, but it is defaulted to No. Change to Yes if the student is deceased. Changing to a Yes, will lock the additional Follow-Up Information questions.

- Even if the student is deceased, you must also answer the question, **"Did the student take a certification test?"** by selecting Yes or No from the drop-down menu.

- If they have not completed any certification tests, choose No, then click the Save button and you are finished with this student.
- If they did complete certification tests, choose Yes, then follow the instructions for adding certifications.

- Click Return to Student List to select another student **or** go to the first, previous, next, or last student from the navigation at the top and bottom of the screen.

Students Who Did Not Take a Certification Test or Work Based Learning

Under the Follow-Up Information Section:
- Leave the question, Is Student Deceased? as No.
- Select from the drop-down menu an Education Status (See Appendix A for a listing of Education and Employment Status options).
- Select from the drop-down menu an Employment Status (See Appendix A).
- Answer the question, If employed civilian, is the Job related to the coursework in which they were enrolled? by selecting Yes or No from the drop-down menu.
- Answer the question, Is this student self-employed?, by selecting Yes or No from the drop-down menu.
- Answer the question, "Has the student take any certification test? by selecting Yes or No from the drop-down menu. If the answer to this question is No, you are finished with this student. Click on the Save button.
- Click No on the Work Based Learning drop-down.
- You can navigate to the next student by clicking on Return to Student List, or selecting Next Student.

Students Who Have Taken a Certification Test

Under the Follow-Up Information Section:
- Leave the question, Is Student Deceased? as No.
- Select from the drop-down menu an Education Status (See Appendix A for a listing of Education and Employment Status options).
- Select from the drop-down menu an Employment Status (See Appendix A).
- Answer the question, If employed civilian, is the Job related to the coursework in which they were enrolled? by selecting Yes or No from the drop-down menu.
- Answer the question, Is this student self-employed? by selecting Yes or No from the drop-down menu.

Under the Certification Information section:

- If a student has taken a certification test, you will answer Yes on the certification test question.

- Click the Add Certification button.
- Select the certification by clicking in the field under the Certification column. Type the first three letters or numbers of the certification test, the list will self-populate, choose the certification from the drop-down menu.

NOTE: Certifications are auto-populated from the Approved Assessment List. If your certification is not available, please refer to the Approved Assessment List on our website: Testing — CareerTech (CT) - okcareertech.org

- Select the Cluster from the drop-down menu by clicking in the field under the Cluster column.
- Mark the certification test the student took as Test Passed, Test Not Passed, or Test Not Taken.

- After you have added all certifications, then click Yes in Work Based Learning
  drop-down menu.
- Then click Next Student and complete the process for each student. IMPORTANT: Make sure you Save each student's information before navigating to another student.
- You can navigate to the next student by clicking on Next Student.

- When you have completed all of your students certifications, click Save & Go to WBL (Work Based Learning).

Work Based Learning

1. Select the Work Based Learning Category from the dropdown menu. *Mandatory
2. Write notes and Employer involved.
3. Number of hours in WB Learning.
4. If Work Based Learning Completed, yes or no. *Manditory
5. If Work Based Learning was paid, yes or no. If yes, how much per hour. *Mandatory
6. Did it turn into fulltime employment?
7. If yes, fill out the Company's information and any comment. When you have finished this student's Work Based Learning, click Save & Submit.
8. Then click Previous Student to access the next student, complete Work Based Learning for each student.

A box will appear asking if you would like to update Work Based Learning on just this student or update all students.

*Note - clicking No, Update only this student! is for doing Follow-up or when you are add information for individual students. The Yes, Update to all students! is for entering information for a class or group of students that have all had the same Work Based Learning event. (i.e. guest speaker, industry visit, field trip, etc.)
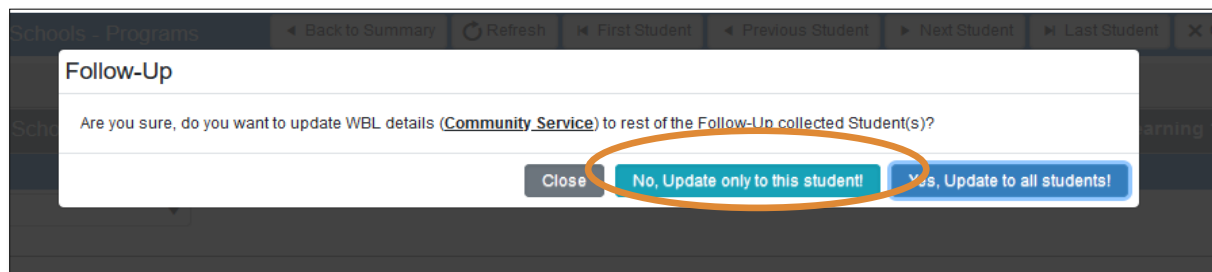
9. When you have completed all of your students click Back to Summary.
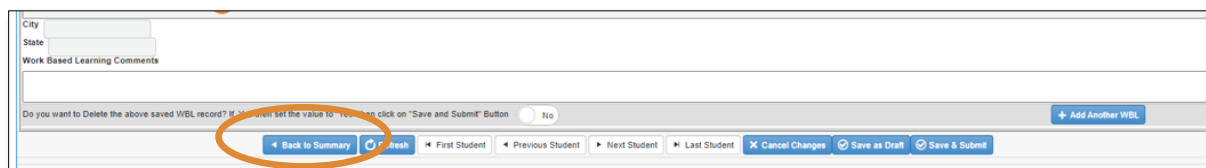
10. A screen will pop up to make sure you want to close the tab? Click OK.
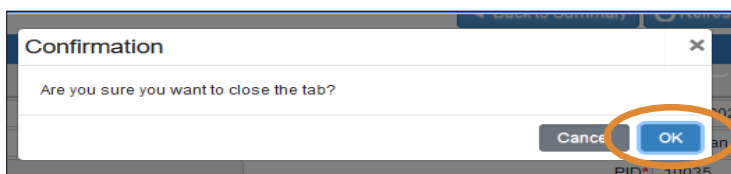
11. On the Student List page, Refresh the page and the students you have completed will indicate a Yes under the Follow-Up Completion?
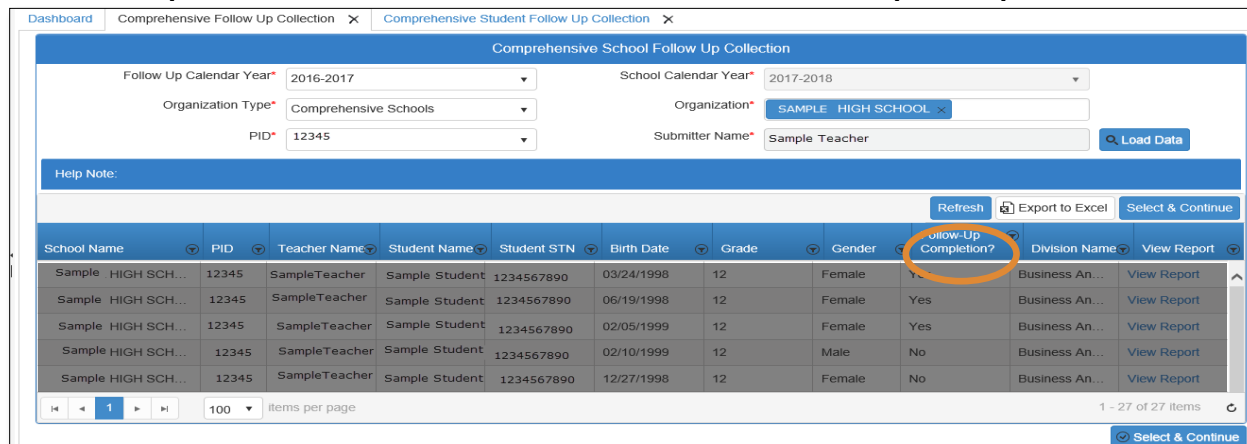
Reports

Check to make sure you have updated all of your students by going to the Student List page and checking the Follow-Up Completion column. After all student data is updated, you can run a teacher summary report.

- Click on the View Report link at the end of a row. (These are not individual reports for each student, so all links go to the same teacher report).
- You can also export your records to an excel file by clicking on the save icon on the tan bar above the report and choosing Excel from the list. Save the Excel file to your computer or print.

NOTE: Because you are saving after each student, you do not have to do an additional submit step. When you complete information for all of your students, you are finished.

Appendix A

Education and Employment Status
Job Details

Educational Status:
Not attending school
Attending high school or technology center as a secondary student
Attending a technology center as an adult student
Attending a private school as an adult student
Attending a public collegiate school as an adult student
Educational status is unknown.

Employment Status:
Employed full-time civilian (at least 35 hr/week)
Employed part-time civilian (less than 35 hr/week)
Employed full-time military
Unemployed but actively seeking employment
Not in the labor force and not seeking employment
Employment status is unknown.

Job Details:
For students that are employed, provide the following information:

If employed civilian, is the job related to the coursework in which they were enrolled? -- Indicate if the student's current job is related to one or more programs completed last school year. Select Yes or No from the drop-down menu.

Is this student self-employed? – Select Yes or No from the drop-down menu.

Job Title – list the student's current job title.
Job Duties – provide a brief description of the student's job duties.

Tips & Tricks

- There are scroll bars located at the bottom and right of some of the screens in CTIMS. If you cannot see all of the information on a screen, go to the right or bottom of the screen and use the scroll bar to navigate over to view additional columns and rows.
- You can flip between screens or tabs in CTIMS. Click on any open tab at the top of your screen to toggle between them.
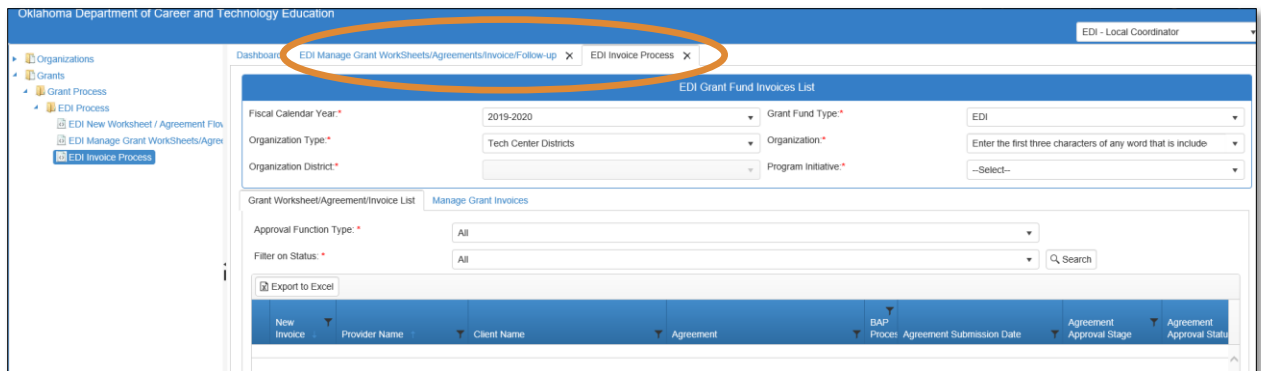
- Many sections in CTIMS can be expanded in order to view more detailed information by clicking on the +(plus) sign or an arrow ▶ next to the section or line (row).
- Hold down the Ctrl key and click on the + or – keys to zoom in or out.
- Do not use the Print icon to print documentation. Use the save icon to download a pdf or Excel file, then you can save it to your computer or print the document.
- You can only have 10 tabs open at one time. To close tabs, click on the ✕ on the right side of the tab you wish to close, then confirm that you would like to close by clicking OK on the confirmation screen.

DEFINITIONS

Governor's Council (GCWED) for work-based learning activities defines **work-based learning activity** as a planned, structured learning experience that provides Oklahomans with real-life or simulated work experiences where they can develop and apply academic, technical, and essential skills; and contributes to the achievement of their postsecondary and employment goal(s). The GCWED is employing a flexible definition of work-based learning, encompassing the activities below:

• **Career Exploration Day / Fairs:** are useful for a range of students. They are frequently used as an exposer or recruiting tool to expose students of all ages to a variety of career options. The Fairs may include age appropriate job related activities or handouts.

• **Workplace Tours / Field Trips:** Career awareness activities in which students visit a workplace, to learn about the business, meet employees, ask questions and observe work in progress.

• **Guest Speakers:** A career awareness activity in which an industry expert is given a chance to share their perspectives on what the world of business is like, their passion for what they do, to make connections with duties and daily activities of the job, and to offer their well-earned words of advice. The speaker also is open for informal interview from the students and the instructor in the classroom.

• **Service Learning / Research Papers:** A career exploration activity in which the method of teaching and learning combines academic work with service and social action. Students complete a planned series of activities and apply their skills and knowledge to help meet a need in the school or greater community. The activity is usually culminated with a presentation of the research, the process and solution results.

• **Community Service:** perform unpaid public services as a way to gain occupational experience. Students should be considered volunteers only if their intent is to donate their services to religious, charitable, government or nonprofit organizations for the public good.

• **Interviews:** A career awareness activity in which students formally interview a workplace partner about his or her industry and chosen profession. The interview includes discussion of the career itself, duties and daily activities of the job and the level of education required to be successful. The students also explore growth opportunities in the industry and salary ranges for different occupations.

• **Career Mentoring:** A career exploration activity in which the student is matched one-to-one with an adult professional in a chosen field of interest to explore a career and related issues. The career mentor serves as a resource for the student by sharing insights and providing guidance about the workplace, careers and education. This mentoring can take place in conjunction with an activity that a club or student organization is sponsoring.

• **CTE Program of Study [PBL, Co-Op, Clinical, etc.]:** A program of learning that requires learning specific skills and knowledge that is applied to real world-of-work by using Project Based Learning, Co-Op education work site learning, clinical, live work, or any other experiences that lead to the completion of the Program of Study. Thus, allowing the student to enter the work force or advance to a higher work/learning environment.

• **Pre-Apprenticeship:** A pre-apprenticeship is a program designed to prepare individuals to enter and succeed in a Registered Apprenticeship program. Pre-apprenticeship models allow individuals to master essential basic skills and then individuals are directly accepted into the apprenticeship program, often receiving credit for prior experience. Basic essential skills could include training in math, literacy, communication, and other pre-vocational and vocational skills that are essential for future success in a Registered Apprenticeship program. Through a variety of unique designs and approaches, pre-apprenticeship programs can be adapted to meet the needs of differing populations being trained, the various employers and sponsors they serve, and specific opportunities within the local labor market. Pre-apprenticeships have formal relationships with one or more Registered Apprenticeship programs.

• **Job Shadow:** Job shadow experiences allow participants to explore a specific career of interest by observing an experienced employee performing their typical work duties in a real-world work environment. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant. Job shadowing typically includes a partnership between a business and education/training institution and provides relevant career information to assist participants

• **Internship:** A position for a student or trainee to work in an organization for a limited duration, sometimes without pay, to gain work experience, satisfy requirements for a credential, and/or gain course credit. An internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector. With the passage of SB 1171 in 2018, Oklahoma employers can participate in Oklahoma's Registered Internship program as of July 2018. The Registered Internship program creates a competitive recruitment process so that employers can find the best intern to meet their organization's needs. It also provides industry-led guidelines for employers to create quality work experiences that benefit both interns and employers.

For youth internships where students are receiving K-12 academic credit, the following guidelines were set by the Oklahoma State Department of Education in 20174:

- Students must be juniors or seniors to participate in an internship.
- A maximum of 2 high school elective hours, of the 6 rigorous course hours required per school day, can be used for such programs. (The 2 hours include student travel to internship site.) A senior student may petition their local school board to increase to 3 hours if that fits into the student's schedule.
- Internships will count as a semester course and can be repeated for elective credit – up to 1 credit per semester (per class - consistent with concurrent enrollment)
- Districts are encouraged to consider developing local policies and guidelines to govern internship programs including:
  - Agreements between the school and business
  - Grading rubrics for school, student and business (e.g. attendance)
  - Feedback forms for business
  - Performance evaluations for students
  - Workplace Safety

• **Apprenticeship:** Highly-formal job training experience that involves studying with a master of the trade or experienced mentor on the job. Registered Apprenticeships refer to those programs which are registered with the U.S. Department of Labor (DOL). Registered Apprenticeship programs are a written plan designed to move an apprentice from a low or no skill entry-level position to full occupational proficiency. Registered apprenticeship is an employer-driven, "earn while you learn" model that combines on-the-job training with related technical instruction, resulting in an industry-recognized national certification upon completion. Apprenticeships are full-time, paid positions that provide specialized training in specific occupational skills.

Apprentices receive on-the-job training (OJT) from an experienced mentor at the job site that is supplemented by related technical instruction. DOL recommends a minimum of 2,000 hours of on-the-job training and 144 hours of related technical instruction per year of an apprenticeship.

• **On-the-Job Training:** also known as OJT, is a hands-on method of teaching the skills, knowledge, and competencies needed for employees to perform a specific job within the workplace. Employees learn in the environment where they will need to practice the knowledge and skills obtained during training.

• **Employee Development:** is defined as a process where the employee with the support of his/her employer undergoes various training programs to enhance his/her skills and acquire new knowledge and skills. This development frequently includes training programs and leadership development programs. Investments in employee learning and development directly impact employee engagement and productivity, improving overall business success metrics.